DGS-550-1 REV. 6/78

DEPARTMENT OF GENERAL SERVICES Records Management Division

Schedule No. 1971

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page No.

Department of the Environment, Waste Management Administration, Environmental Response and Restoration Program, CERCLA

	AGENCY	DIVISION
Item No.	Description	Retention
1	Site Assessment Case Files	Datain for 10 years often
·	This series contains site spectreports on potentially hazardorsites: preliminary assessment investigations, hazard ranking (HRS) score sheets, expanded sinvestigations as well as selectional Priority List (NPL) stiles.	work is complete. Upon EPA approval, transfer to State Records Center and destroy after 30 years.
2	Remedial Action Case Files	
	This series contains the site correspondence, draft and fina of reports and work plans, cour consent orders and the administractor, on a site-specific bas State Superfund, federal Superfederal installation hazardous sites undergoing investigation cleanup.	work is complete. Upon EPA approval, transfer to State Records Center and destroy after 30 years. fund and waste
3	MDE/CERCLA Administrative File	<u> </u>
	This series contains copies of cooperative agreements, policic procedures for conducting a CE Program, MDE administrative poprocedures, and publications recently activities.	material no longer needed RCLA for current business.
4	CERCLA Timekeeping Records	
	This series contains copies of employee timesheets.	Retain for 10 years and until all federal audit requirements have been met, then destroy.
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Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

<u>10/01/93</u> Date

Signature

Administrator Title MAR 5

Date

State Archivist

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEM		MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 1 OF 4	
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE) 2. DIVISION Waste Management Administration			3. UNIT	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES				
4. RECORD SERIES TITLE Site Assessment Case Files			5. EARLIEST YEAR/LATEST YEAR 1987 TO present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)				
Each record contains the following site specific reports on potentially hazardous waste sites: preliminary assessments, site investigations, hazard ranking system score sheets, expanded site investigations, and selected NPL (National Priority List) site case files. These reports are generated during the investigation and assessment of potentially hazardous sites and are used in the planning or remediation of sites determined to be hazardous.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME [X] FILE DRAWER(S)	
[X] LETTER SIZE [] MICROFILM	[] ALPHABETICAL		[] MICROFILM REEL(S) 60 [] COMPUTER TAPE(S)	
[] LEGAL SIZE [] COMPUTER TAPE	[X] NUMERICAL by MDE Site #		NUMBER () OTHER (SPECIFY)	
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL [] GEOGRAPHICAL		10. ANNUAL ACCUMULATION	
[] AUDIO TAPE [] VIDEO TAPE	{ } OTHER (SPECIFY)		[X] FILE DRAWER(S) [] MICROFILM REEL(S) 15 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)	
[] OTHER (SPECIFY)				
11. FILE IS USED [X] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOM N/A NUMBER	ES INACTIVE AFTER [] MONTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,	FLOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Point Breeze, Bldg. 40, 1st floo	or	[X] YES [] NO EPA, Region III, Philadelphia		
15. ACCESS RESTRICTIONS [X] YE (IF YES, CITE LAW(S) & REGUL		16. AUDIT REQUIREMENTS [] NONE [X] STATE [X] FEDERAL [] INDEPENDENT		
State govt. Article 10-617 and 618				
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [X] YES [] NO		18. RECOMMENDED RETENTION Retain for 10 years after work is complete. Upon EPA approval, transfer to State Records		
CERCLIS - List of MD Dump Sites and County	by EPA Number	center and des	troy after 30 years.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER	21. DATE	
Cathe Hutchins, Admin. Spec.	(410) 631-3437		October 1, 1993	

	<u> </u>			
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPT. OF GENERAL SERV RECORDS MANAGEMENT DIV 7275 WATERLOO ROAD	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BO JESSUP, MAR	OX 275	PAGE 2 OF 4	
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2. DIVISION Waste Managemen Administration		3. UNIT	
DEFINITION-RECORD SERIES-A GROUP REFEREN			ILED AND USED AS A UNIT FOR SPOSITION PURPOSES	
4. RECORD SERIES TITLE Remedial Action Case Files			5. EARLIEST YEAR/LATEST YEAR 1980 TO present	
6. RECORD SERIES DESCRIPTION (FOUND IN THE SERIES. INCLUS				
Each record contains the site history, correspondence, draft and final copies of reports and work plans, court or consent orders and the administrative record on a site-specific basis for State Superfund, federal Superfund, and federal installation hazardous waste sites undergoing investigation and cleanup.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME [X] FILE DRAWER(S)	
[X] LETTER SIZE [] MICROFILM	[] ALPHABETICAL		[] MICROFILM REEL(S) 60 [] COMPUTER TAPE(S)	
[] LEGAL SIZE [] COMPUTER TAPE	[X] NUMERICAL by MD Site #		NUMBER [] OTHER (SPECIFY)	
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL [] OTHER (SPECIFY)		[X] FILE DRAWER(S) [] MICROFILM REEL(S) 20 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)	
[] OTHER (SPECIFY)				
	<u></u>			
11. FILE IS USED [X] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOM N/A NUMBER	_ , , , , , , , , , , , , , , , , , , ,	
13. CURRENT LOCATION(S) (BLDG.,	FLOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Point Breeze, Bldg. 40, 1st floo	or	[X] YES [] NO EPA, Region III, Philadelphia		
15. ACCESS RESTRICTIONS [X] YI (IF YES, CITE LAW(S) & REGUL		16. AUDIT REQUIREMENTS [] NONE [X] STATE [X] FEDERAL [] INDEPENDENT		
State govt. Article 10-617 and	618			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [X] YES [] NO		18. RECOMMENDED RETENTION Retain for 10 years after work is complete. Upon EPA approval, transfer to State Records		
CERCLIS - List of MD Dump Sites and County	by EPA Number		troy after 30 years.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER	21. DATE	
Cathe Hutchins, Admin. Spec.	(410) 631-3437		October 1, 1993	

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INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	ACH NEW OR RECORDS MANAGE		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BO JESSUP, MARY		PAGE 3 OF 4	
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2. DIVISION Waste Managemen Administration		3. UNIT	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT F REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES				
4. RECORD SERIES TITLE MDE CERCLA Administrative Files			5. EARLIEST YEAR/LATEST YEAR 1987 TO present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)				
MDE/EPA Cooperative Agreements, policies, procedures for conducting a CERCLA Program, publications relevant to CERCLA activities and MDE administrative policies and procedures.				
•				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE [X] ALPHABETICAL [] NUMERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		9. VOLUME [X] FILE DRAWER(S) [] MICROFILM REEL(S) 4 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) 10. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) 1/2 [] COMPUTER TAPE(S)	
[X] LETTER SIZE [] MICROFILM				
[] LEGAL SIZE [] COMPUTER TAPE				
[] BOUND BOOK [] FLOPPY DISK				
[] AUDIO TAPE [] VIDEO TAPE				
[] OTHER (SPECIFY)			NUMBER [] OTHER (SPECIFY)	
11. FILE IS USED [X] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOM N/A NUMBER	WES INACTIVE AFTER [] MONTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,	FLOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Point Breeze, Bldg. 40, 1st floo	or	[X] YES [] NO EPA, Region III, Philadelphia		
15. ACCESS RESTRICTIONS [X] YES [] NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS [X] NONE [] STATE [] FEDERAL [] INDEPENDENT		
State govt. Article 10-617 and 618				
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [] YES [X] NO		18. RECOMMENDED RETENTION Screen annually and destroy material no longer needed for current business.		
19. NAME AND TITLE OF PREPARER Cathe Hutchins, Admin. Spec.	20. TELEPHONE N		21. DATE October 1, 1993	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BO JESSUP, MARY	OX 275	PAGE 4 OF 4
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2. DIVISION Waste Managemen Administration		3. UNIT
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE CERCLA Timekeeping Records	102 112 112 112 112		5. EARLIEST YEAR/LATEST YEAR 1987 TO present
6. RECORD SERIES DESCRIPTION (FOUND IN THE SERIES. INCLU			NFORMATION/DOCUMENTS/FORMS
Copies of employee timesheets.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERI	ES SEQUENCE	9. VOLUME [X] FILE DRAWER(S)
[X] LETTER SIZE [] MICROFILM	[X] ALPHABETICAL [] NUMERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		[] MICROFILM REEL(S) 5 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) 10. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) 1/2 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)
[] LEGAL SIZE [] COMPUTER TAPE			
[] BOUND BOOK [] FLOPPY DISK			
[] AUDIO TAPE [] VIDEO TAPE			
[] OTHER (SPECIFY)			
·			
11. FILE IS USED [] DAILY [X] WEEKLY	[] MONTHLY	12. FILE BECOM 1 NUMBER	ES INACTIVE AFTER [] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,	FLOOR, ROOM)		SERIES DUPLICATED ELSEWHERE?
Point Breeze, Bldg. 40, 1st floo	or .	(IF YES, SPECIFY AGENCY OR OFFICE) [X] YES [] NO MDE Payroll	
15. ACCESS RESTRICTIONS [X] YES [] NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS [] NONE [X] STATE [X] FEDERAL [] INDEPENDENT	
State govt. Article 10-617 and 6	518		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR		18. RECOMMENDED RETENTION	
SOFTWARE) [] YES []	K) NO		years and until all federal ents have been met, then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N		21. DATE
Cathe Hutchins, Admin. Spec.	(410) 631-3437		October 1, 1993